

**PERSONNEL ACTION**

For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER

**DATA REQUIRED BY THE PRIVACY ACT OF 1974**

**AUTHORITY:** Title 5, Section 3012; Title 10, USC, E.O. 9397.  
**PRINCIPAL PURPOSE:** Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III).  
**ROUTINE USES:** To initiate the processing of a personnel action being requested by the soldier.  
**DISCLOSURE:** Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.

1. THRU (Include ZIP Code)

2. TO (Include ZIP Code)

Office of the Adjutant General  
ATTN: CAJS-HR-AGR  
9800 Goethe Road - PO Box 269101  
Sacramento CA 95826

3. FROM (Include ZIP Code)

**SECTION I - PERSONAL IDENTIFICATION**

4. NAME (Last, First, MI)

5. GRADE OR RANK/PMOS/AOC

6. SOCIAL SECURITY NUMBER

**SECTION II - DUTY STATUS CHANGE (AR 600-8-6)**

7. The above soldier's duty status is changed from \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ effective \_\_\_\_\_ hours, \_\_\_\_\_

**SECTION III - REQUEST FOR PERSONNEL ACTION**

8. I request the following action: (Check as appropriate)

- |                                                            |                                                                     |                                                                      |
|------------------------------------------------------------|---------------------------------------------------------------------|----------------------------------------------------------------------|
| <input type="radio"/> Service School (Enl only)            | <input type="radio"/> Special Forces Training/Assignment            | <input type="radio"/> Identification Card                            |
| <input type="radio"/> ROTC or Reserve Component Duty       | <input type="radio"/> On-the-Job Training (Enl only)                | <input type="radio"/> Identification Tags                            |
| <input type="radio"/> Volunteering For Oversea Service     | <input type="radio"/> Retesting in Army Personnel Tests             | <input type="radio"/> Separate Rations                               |
| <input type="radio"/> Ranger Training                      | <input type="radio"/> Reassignment Married Army Couples             | <input type="radio"/> Leave - Excess/Advance/Outside CONUS           |
| <input type="radio"/> Reassignment Extreme Family Problems | <input type="radio"/> Reclassification                              | <input type="radio"/> Change of Name/SSN/DOB                         |
| <input type="radio"/> Exchange Reassignment (Enl only)     | <input type="radio"/> Officer Candidate School                      | <input checked="" type="radio"/> Other (Specify) Request for Orders: |
| <input type="radio"/> Airborne Training                    | <input type="radio"/> Asgmt of Pers with Exceptional Family Members | AGR Transfer                                                         |

9. SIGNATURE OF SOLDIER (When required)

10. DATE

**SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)**

(CURRENT)

Unit of Assignment:

PRN/UIC:

PARA/LINE:

Unit Address:

SPIMS:

TF#:

(NEW UNIT POSITION)

Unit of Assignment:

PRN/UIC:

PARA/LINE:

Unit Address:

Phone #

FTM Position Title:

SPIMS PARA/LINE:

TF#

DMOS:

Full Time Position Title:

EFFECTIVE Date:

Dependents: SP Name:

DOM:

NAME &amp; DOB of Ch:

HOME OF RECORD:

Mileage between Duty Station &amp; HOR:

Chapter Two:

Current HIV:

Pregnancy Test:

**SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL**

11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -

☐ HAS BEEN VERIFIED ☐ RECOMMEND APPROVAL ☐ RECOMMEND DISAPPROVAL ☐ APPROVED ☐ IS DISAPPROVED

12. COMMANDER/AUTHORIZED REPRESENTATIVE

13. SIGNATURE

14. DATE